

Missouri State Homeland Security Grant Program

City and County Homeland Security Grant Application

April 1, 2004

Proposals Due: April 30, 2004

City and County Homeland Security Grant Application

The Missouri State Homeland Security Grant Program (SHSGP) is making reimbursable grant funds available to local jurisdictions for the purpose of enhancing or supplementing a local community's ability to prevent, deter, respond to, and recover from threats and incidents of terrorism.

Most jurisdictions have a Homeland Security Response Team or a Forward Regional Response Team within 25 miles that is trained and ready to respond to a major Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) incident. These funds are intended to allow the first responders in a community the ability to respond to an incident safely until such assistance arrives.

The FY 2004 SHSGP provides funds specifically for homeland security and emergency operations planning; the purchase of specialized equipment to enhance capability; for costs related to CBRNE and cyber security training programs and attendance at Office for Domestic Preparedness (ODP)-sponsored CBRNE training courses; for costs related to the design, development, conduct, and evaluation of CBRNE and cyber security exercises; and for costs associated with completing and implementing the State Homeland Security Assessment.

These funds may be used by the jurisdictions to enhance capabilities in the area of law enforcement, emergency medical services, emergency management, the fire service, hazardous materials, public works, public health, governmental administrative, and public safety communications. In addition, localities may use allocations to purchase equipment designed to protect critical infrastructure from terrorist attacks and for equipment to prevent terrorist incidents.

Allowable costs fall into four functions:

Function 1: Planning

Planning funds may be used to pay for the following types of planning activities **only**:

Categories

- Establishment or enhancement of mutual aid agreements;
- Development or enhancement of emergency operations plans and operating procedures;
- Development of terrorism prevention/deterrence plans;
- Development or enhancement of response and recovery plans;
- Development of communications and interoperability protocols and solutions;
- Conducting local or regional program implementation meetings;
- Conducting point vulnerability assessments at critical infrastructure and development of remediation/security plans;
- Development or enhancement of continuity of operations and continuity of government plans;
- Development or enhancement of cyber security plans;
- Development or enhancement of cyber risk mitigation plans;
- Conducting cyber risk and vulnerability assessments;
- Coordination of citizen and family preparedness plans and programs, including donations programs and volunteer initiatives;
- Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities (***not*** for the purpose of hiring public safety personnel);
- Conferences to facilitate activities listed above;

* There will be a separate grant for Law Enforcement Terrorism Prevention. Please take this into account when planning your needs-based budget.

There will be a separate competitive grant for Emergency Medical Services entities. Please take this into account when planning your needs-based budget.

- Materials required to conduct activities listed above; and
- Travel/per diem related to above activities.

Function 2: Equipment

Authorized equipment purchases may be made in the following categories. **However, the equipment must be listed in the FY 04 SHSGP Equipment List located at <http://sema.dps.mo.gov/terrorism.htm>.** Do not request equipment that requires a higher level of training than you can achieve.

Categories --

- Personal Protective Equipment (PPE)***
- Explosive Device Mitigation and Remediation Equipment
- CBRNE Search and Rescue Equipment
- Interoperable Communications Equipment
- Detection Equipment
- Decontamination Equipment
- Physical Security Enhancement Equipment
- Terrorism Incident Prevention Equipment
- CBRNE Logistical Support Equipment
- CBRNE Incident Response Vehicles
- Medical Supplies and Limited Types of Pharmaceuticals
- CBRNE Reference Materials
- Agricultural Terrorism Prevention, Response and Mitigation Equipment
- CBRNE Response Watercraft
- CBRNE Aviation Equipment
- Cyber Security Enhancement Equipment
- Intervention Equipment
- Other Authorized Equipment
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Please note any stipulations that ODP has put on equipment purchases in the Authorized Equipment List. Failure to comply could result in the funds being returned to the State for redistribution to other communities.

Function 3: Training

Funds may be used to enhance the capabilities of local emergency preparedness and response personnel through development of a homeland security training program.

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines and Prevention and Deterrence Guidelines, jurisdictions are encouraged to adopt the current ODP awareness and performance level courses noted below.

Campus Law Enforcement Awareness Training on WMD
 AWR-100 Emergency Response to Terrorism: Basic Concepts
 AWR-101 Emergency Response to Terrorism: Basic Concepts(Train-the-Trainer)
 AWR-102 Emergency Response to Terrorism: Basic Concepts (Self-Study)
 AWR 103 WMD Crime Scene Management for Emergency Responders
 AWR-110 Terrorism Awareness for Emergency Responders (Internet)
 AWR-111 Emergency Medical Services (EMS): Basic Concepts for WMD Incidents (Internet)
 AWR-112 Public Works: Basic Concepts for WMD Incidents (Internet)
 AWR-120 Law Enforcement Response to WMD – Awareness
 AWR-121 Law Enforcement Response to WMD – Awareness (Train-the-Trainer)
 AWR-130 Incident Response to Terrorist Bombings – Awareness

*** Please check the Equipment List. This is not for general use equipment, personnel, or bricks-and-mortar.

AWR-140 WMD Radiological/Nuclear Awareness
AWR-141 WMD Radiological/Nuclear Awareness (Train-the-Trainer)
PER-200 Managing Civil Actions in Threat Incidents (MCATI): Basic Course
(Train-the-Trainer)
PER-225 Law Enforcement Response to WMD – Operations Level (Train-the-Trainer)
PER-251 Emergency Response to Terrorism: Operations Course (Train-the-Trainer)

Note: *In order to deliver these courses, instructors must have been certified to deliver the course by successfully completing ODP's Train-the-Trainer course delivery.*

For a detailed description of each of these courses, please refer to the ODP WMD Training Course Catalog located at <http://www.ojp.usdoj.gov/odp/>.

Grantees may not use grant funds to support attendance at and/or development of non-ODP sponsored training.

Training-related cost categories include:

1. Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes - Payment of overtime expenses will be for work performed in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

2. Training Workshops and Conferences - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.

3. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local unit(s) of government and have the approval of the awarding agency. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

4. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally approved travel policy.

5. Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. Other Items - These costs include the rental of space/locations for planning and conducting training, badges, etc.

Function 4: Exercises

Funds may be used to plan for, design, develop, conduct, and evaluate exercises that train homeland security preparedness, prevention and response personnel, evaluate prevention and

response plans, policy, procedures and protocols, and assess the readiness of jurisdictions to prevent and respond to a terrorist attack.

After Action Reports (AAR) must be submitted following completion of each exercise before any Requests for Reimbursements will be made.

Exercise-related cost categories include:

1. Exercise Planning Workshop - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

2. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local unit(s) of government and have the approval of the awarding agency. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

3. Overtime and backfill costs – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by employees in excess of the established workweek (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the unit(s) of local government and has the approval of the awarding agency. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

4. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with an organizationally approved travel policy.

5. Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

Unauthorized Program Expenditures

Unauthorized program expenditures include: 1) expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers (other than for associated preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition; 2) activities unrelated to the completion and implementation of the SHSP; 3) other items not in accordance with the Authorized Equipment List or previously listed as allowable costs; and, 4) construction or renovation of facilities.

Funds Available

Grant funds will be made available to recipients following approval by ODP, around September 1, 2004. The grant period is approximately a two year period. All

reimbursement for purchases must be linked to a SEMA-approved budget and meet all state and local procurement guidelines.

No local match is required.

Eligibility

This funding is specifically targeted toward jurisdictions that have not received grant funding from SEMA, under the State Homeland Security Grant Program.

Jurisdictions **must** complete their Assessment prior to drawing down funds. You will be contacted upon receipt of your application if you must participate in that process.

The following jurisdictions are NOT eligible for funding under this program:

- UASI Recipients, including core cities/counties and contiguous counties and mutual aid partners.

Grant Period:

Grant funds will be made available to recipients for reimbursement around September 1, 2004. The grant period is approximately a two year period. All reimbursement for purchases must be linked to a SEMA-approved budget and meet all state and local procurement guidelines.

Applying for Funds

Distribution of these funds for the State of Missouri is based on a population-share formula. If a community did not participate in the Statewide Assessment, they must do so before any funds can be drawdown. You will be contacted if you must complete the Assessment.

Written proposals must be completed using the attached Grant Application and received at SEMA by close of business April 30, 2004.

Submit written applications to:

State Emergency Management Agency
Attn: Debbie Rathert
P.O. Box 116
Jefferson City, Mo 65102

Questions or Comments?

Contact: Debbie Rathert 573-526-9224 Debbie.Rathert@sema.dps.mo.gov

When communicating, please refer specifically to the City and County Homeland Security Grants.

City and County Homeland Security Grant Application

City or County _____ Award Amount (as per letter): _____

Contact Person: _____

Address: _____

Region: _____ Phone Number: () _____

E-mail Address: _____

Budget: Equipment/Software you will purchase with these funds

Please use this format to prepare your Budget (It can be submitted in Word or in Excel format. The first two lines are offered as an example.)

Equipment Category	Item	Quantity	Unit Cost	Projected Total	Discipline/ Distribution by Discipline
Personal Protective Equipment	SCBA - 30 min.	10	\$50	\$500	Hazmat (5) Law Enforcement (5)
	HEPA filters	100	\$7.47	\$747	
			\$.00	\$.00	
			\$.00	\$.00	
			\$.00	\$.00	
			\$.00	\$.00	
			\$.00	\$.00	

Sample Budget Detail Worksheet for Direct Purchases of Exercise, Training, Planning

Function	Category	Item	Amount
Training	Overtime	Support attendance at Incident Response to Terrorist Bombings Course	\$750
Exercises	Contractor	Design CBRNE Exercise Program	\$130,000
Planning	Assessment	Assessment Contract	\$50,000
Total			\$180,950

Budget Justification (Please explain why you chose what you did. If you left a function without funding, please explain your rationale):

Please describe cooperative arrangements, if any with other first responders: